



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, DIVISION SUPPORT COMMAND
4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

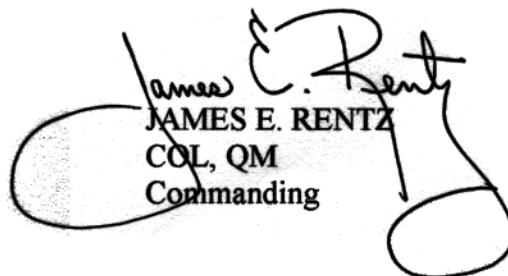
AFYB-SC-CDR

10 SEP 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #1 - Open Door Policy

1. I am available to hear the concerns of any individual to include soldiers and family members. Matters of urgent importance may be presented at any time. Please utilize your chain of command whenever it is possible but my door is open to every DISCOM soldier.
2. Soldiers desiring to speak with me should make an appointment through the Brigade Adjutant or CSM at 288-5952/5959. Soldiers who are the subject of judicial, non-judicial, or adverse administration actions or subject of an ongoing investigation will coordinate with the DISCOM legal advisor at 288-5953 for an appointment.
3. All commanders in the DISCOM will publish open door policies, which announce times available to their soldiers for direct consultation with their commander. Subordinate members of the chain of command will not constrain soldiers, interfere with their right to see their commander, nor exact retribution upon a soldier for seeing their commander.
4. Open door policies do not deprive soldiers of their right to present problems to the Division Inspector General if they feel commanders within the DISCOM have not satisfactorily resolved the situation.
5. I charge every leader in the DISCOM to care for our most important resource, our soldiers, through an "open-door" attitude. Many of our soldiers' unresolved problems result from misunderstanding or lack of knowledge of the services available to assist them. Leaders at all levels must aggressively seek out and identify problems among their subordinates and ensure that they are readily available to provide assistance.
6. This policy letter will be permanently posted on unit bulletin boards down to company level.
7. **WRANGLERS!!**


JAMES E. RENTZ
COL, QM
Commanding

Distribution:

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